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22 DEC 1970

MEMORANDUM FOR: Chief, DD/S Plans Staff

SUBJECT : Implementation of OMB Circular A-44 dtd 16 Feb 70

REFERENCE : Memo fr C/DDS/Plans Staff dtd 16 Nov 70, same subject

1. In response to your referent request, this reports the management program of the Office of Personnel for the period 1 January through 30 June 1971.

a. Since our mission is to provide services, our management improvement plans are expressed best in terms of the following Management Effectiveness Goals:

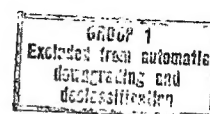
✓ (1) Continue study of the feasibility of expanding the payroll deduction system to include insurance premiums and to use automated accounting procedures.

(2) Publish an insurance handbook to provide current information on all insurance programs. This should reduce correspondence between field installations and Headquarters on insurance matters.

(3) Complete coordination and publish "Overseas Hospitalization Program Handbook." This will improve service to employees in the field and eliminate much correspondence between the field and Headquarters concerning the hospitalization program.

(4) In January 1971 begin the exit processing of Type A Headquarters contract personnel in the same manner as staff personnel are processed. This will be accomplished without additional personnel and will expedite check-out procedures and ensure that such contract personnel are given proper information at the time of their departure.

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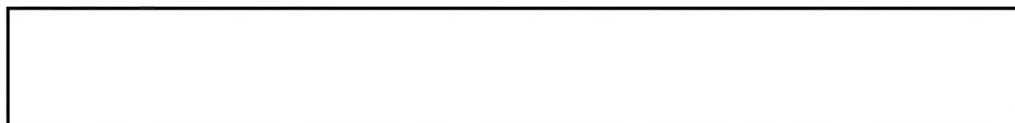
(5) Complete a thorough study on the "Official Personnel File" of Type A contract employees at Headquarters to determine:

(a) where the originals of contracts, etc., should be kept; and

(b) whether the operating component concerned or CPD should maintain the "Official File" on such employees.

(6) Resolve substantial differences over the scope of the proposed Agency regulation on contract employment and present it for full Agency coordination.

(7) Initial cover and security and medical data omissions from PERCON are being eliminated and the data base of priority items will be completed by 30 June 1971. During this reporting period constant attention will be given to ways of maximizing the use of PERCON data to meet component needs for reliable information.



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(9) Complete guidelines for implementation of the special annuity program for certain contract personnel which was approved recently by the Executive Director-Comptroller.

(10) Install an improved internal record keeping system that will provide more reliable information on employment assistance in individual cases, identify techniques that prove effective in locating employment, and keep list of contacts current.

(11) Distribute to our retired population a comprehensive questionnaire designed to elicit information as to their employment status, problems and successes encountered in retirement, suggestions for prospective retirees, ideas for improving the retirement planning program and generally to validate certain aspects of this program. Questionnaires will be sent only to those persons who retired since 1 July 1968 when the present planning and counseling program was put into effect.

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(12) Establish procedures for advance review of files of prospective retirees upon their entry into the five-year retirement planning phase. The purpose would be to validate their creditable service so that if repayment of contributions is to be made, the persons concerned will have the benefit of the five-year period during which to make payments.

(13) Put into effect the Voluntary Investment Plan to enable qualified employees to participate in an investment plan designed to provide an eventual supplement to retirement annuities.

(14) Require that components submit position descriptions at the time organizational changes are requested.

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(15) Two studies are being carried on which are designed to reduce reports; the Reports Inventory project which was requested by President Nixon; and, the review in collaboration with SIPS of all SRB reports and information requirements. The "Reports Inventory" will identify those reports which can be deleted and it is the aim of this project to reduce reports by 5% by the end of Fiscal Year 1971. Our work with SIPS should develop an effective system of useful personnel reports with a minimum of duplication.

(16) Continue to study procedures to provide for better control of Official Personnel Folders. The present system is deficient in that it provides no positive control of Official Personnel Folders which are on loan to Operating Officials.

(17) Continue to explore the feasibility of providing soundproofing materials for the Status flexowriter room. This was suggested by the IG team and has been discussed with representatives of Building Maintenance. We believe that this would increase efficiency and productivity in an atmosphere more conducive to concentration on the part of the typists.

b. Since we do not intend to curtail personnel services, our plans to improve the effectiveness and efficiency of personnel operations do not include significant Cost Reduction Goals per se.

2. Should you wish to discuss this report, I suggest that you contact Mr.

Robert S. Wattles
Director of Personnel

for

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